



## Court Services and Offender Supervision Agency for the District of Columbia

*Office of the Director*

### **MEMORANDUM**

TO: ALL CSOSA EMPLOYEES

FROM: Paul A. Quander, Jr. / *PAQ*  
Director

DATE: April 14, 2003

SUBJECT: Emergency Preparedness Plan - Update Number 1  
Delegation of Authority to Issue a Shelter-in-Place Order

The purpose of this memorandum is to inform you of an update to our basic Emergency Preparedness Plan with additional information regarding the issuing of a Shelter-in-Place Order.

**Background:** As you are aware, the Department of Homeland Security (DHS) considers the threat of a terrorist attack by biological, chemical or nuclear weapons, commonly referred to as Weapons of Mass Destruction (WMD), to be real. Throughout the federal government and at organizations across America, agencies are working hard to strengthen our Nation's security against terrorist actions. However, since there is no way to predict what will happen, the below guidance will leave our Agency better prepared to react during a terrorist attack that may involve WMD.

As you recall, as referenced in my previous Emergency Preparedness Plan memorandum, a Shelter-in-Place (SIP) Order means to remain in the building where you are located at the time of the Order, until an All Clear is received. In the event a release of chemical, biological or radiological agents has occurred in the area of an Agency building, an evacuation of the building may be more hazardous, therefore it would be in the best interest for occupants to remain inside.

**Purpose:** To delegate authority for issuing a SIP Order and to provide guidance on when it is appropriate to issue such an order.

**Authority:** For any CSOSA controlled facility (see Attachment), a SIP Order may be issued by the following individuals:

1. CSOSA Director or Deputy Director;
2. Associate Director, Management and Administration;
3. Director, Office of Security;
4. Director, Office of Facilities;

5. Occupant Emergency Plan (OEP) Designated Official (DO) or other officials specifically defined in the OEP for each facility; or the
6. Senior supervisor on-site, in the absence of the DO or alternate DO as defined in the OEP for each facility.

Once the SIP Order has been given, it will be communicated to all staff through the Floor Captains, Floor Monitors and/or others, as required, and the Order will include information on where in the building individuals should take shelter.

It is important to remember that offenders, defendants and other visitors are to be escorted at all times within CSOSA facilities.

### **Guidance for Issuing SIP Order:**

1. When any of the following conditions are present, the SIP Order should be issued by an authorized official and where possible, air-handling systems shut down:
  - a. Instructions from one of the above officials or an official representative of a recognized emergency management agency (e.g. DHS, Federal Emergency Management Agency, General Services Administration, Office of Personnel Management).
  - b. A report from a reputable TV or Radio news source (e.g. CNN, FOX News, WTOP 1500 AM) that a WMD incident has occurred in the Washington, D.C. metropolitan area.
  - c. A report from a TV, Radio news or government source advising that federal authorities have provided official instructions to shelter-in-place based on a potential WMD incident in the Washington, D.C. metropolitan area.
  - d. A Security Officer witnesses signs of an attack outside of the building such as:
    - People suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
    - Numerous sick or dead birds or small animals in the vicinity
    - Actual explosion or release of unknown agents outside of the building
2. It is unlikely that a SIP would require remaining in-place for longer than a few hours. Once an All Clear is issued by the appropriate authorities, the DO will take the necessary actions to open previously closed doors and windows, turn on ventilation systems and have all occupants go outside until the building's air has been exchanged with the outdoor air.

Remember to stay calm, be patient and think before you act.

If you have any questions, contact your supervisor or the Office of Security at (202) 220-5750.

**Attachment 1**

Following is a list of Agency-Controlled Facilities:

- 25 K Street
- 401 New York Avenue
- 601 Indiana Avenue
- 633 Indiana Avenue
- 1230 Taylor Street
- 1418 Good Hope Road
- 3850 South Capitol Street
- 1900 Massachusetts Avenue (Karrick Hall)

Following is a list of non-Agency-Controlled Facilities:

- 300 Indiana Avenue
- 333 Constitution Avenue
- 500 Indiana Avenue
- 800 North Capitol Street (Future Field Office)
- 808 17<sup>th</sup> Street
- 1707 Kalorama Road
- 2844 Langston Place